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DATE: October 17, 1991

TO: District Engineers
District Field Engineers
District Construction Engineers
Resident/Project Engineers

FROM: William J. Kasip
Acting Construction Engineer

RE: CONSTRUCTION INSTRUCTIONAL MEMORANDUM 1991-13
Construction Inspection/Certification Process

The Department (MDOT), in conjunction with the Federal Highway Administration (FHWA), has developed a Pilot Certification Program. Under the program, the Department will do the following:

- ! Perform inspections on all Federal-Aid projects to assure projects are completed in reasonably close conformance with plans, specifications, and authorized changes.
- ! Monitor quality of construction.
- ! Assure consistency on projects.
- ! Document compliance with appropriate regulations, specifications, and generally accepted construction techniques.
- ! Prepare Construction Inspection/Project Certification reports.

FHWA will concentrate it's Construction Inspection Program efforts on all interstate projects and those over \$1 million on the National Highway System.

Final Inspection and Acceptance

FHWA currently makes a final inspection on all Federal-Aid projects and documents it on FL5-48. FHWA final acceptance is prepared upon receipt of required documents such as Final Estimate, Material Certification, PR-47, (Projects over \$1 million), and other items as listed on FL5-48.

Effective immediately, MDOT will conduct construction inspection on all Federal-Aid projects and prepare the attached Construction Inspection/Certification Report, form 1120 (N10/91).

Also, MDOT will prepare the attached revised Acceptance Report, form 1103 (6/91) on all projects.

The District Field Engineer will be responsible for construction inspections and documentation of deficiencies listed on report form 1120 and appropriate correction and resolutions.

The District Engineer will be responsible for final acceptance and project certification to FHWA.

Please be advised that projects that have had final inspection and have been accepted, prior to the date the FL5-48 was issued, will be accepted by the FHWA upon receipt of the completed FL5-48 from the Districts. Therefore, your prompt action in resolving the outstanding issues on FL5-48 will be greatly appreciated.

The items listed on the new Construction Inspection /Certification Report, form 1120 (N10/91), are self explanatory with the exception of Traffic Control Devices. Traffic Control Devices will include items such as signs, traffic signals, and pavement markings, etc. These could be devices installed either by the Contractor or the Department, County, or City.

Availability of the New and Revised Forms

The New Construction Inspection/Certification Report, form 1120 (N10/91) - Orders for a supply of this form will be made through the Transportation Automated Purchasing System (TAPS) in the near future. For your interim use, we will be sending 50 copies of this form to each district.

The Revised Acceptance Report, form 1103 (6/91) - Each District has been furnished 50 copies of this form for their immediate use. After it's printing, this form will be available through the Lansing Stock Room within three weeks. Please discard all old form numbers 1103 and 1120.

Immediate implementation of these reports is recommended by the Department and FHWA.

Acting Engineer of Construction

WJK: GCT: srh

attachment

cc: Lansing Staff Engineers
S. Wehrle
Local Services Division
Design Division
MRBA

Lansing Staff Technicians
S. Olszewski
M & T Division
Commission Audit
FHWA

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